

**CITY OF BRYAN
JOB DESCRIPTION – 8504**

Working Title: CITY MARSHAL – BAILIFF

Career Ladder: TECHNICAL OPERATIONS **Level:** 250

Department: MUNICIPAL COURT - CITY SECRETARY **Updated:** 7/20/04

SUMMARY AND PRIMARY FUNCTION

Serves warrants and writs out of Municipal Court and perform duties as bailiff during court sessions.

PRIMARY DUTIES

Execute active municipal warrants by arrest, collection of fines, and /or receipt of cash bonds.

Provide security for Municipal Court.

Arraign defendants before judge in person or through video arraignment.

Acts as Municipal Court Bailiff while court is in session.

EDUCATION AND EXPERIENCE

Graduate of Texas Basic Law Enforcement Academy.

High school diploma plus additional training or education in area of specialization equivalent to an Associate's degree.

Two or more years law enforcement experience with thorough knowledge of the principles and laws of arrest.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and laws of arrest, the Texas Penal Code and the Code of Criminal Procedure.

Knowledge of court operations and decorum.

Proficiency in affecting arrest and maintaining physical control of an individual in an appropriate manner that would minimize the likelihood of injury to the subject or employee.

Ability to remain alert at all times and to react quickly, calmly and rationally in times of extreme stress; ability to resolve situations characterized by conflict or danger.

Ability to maintain confidentiality in the performance of duties.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.

Advanced communication skills; ability to communicate with all levels of employees and vendors, clients, contractors, city government officials and the general public.

Proficiency in personal computer operations and in the use of word processing and spreadsheets.

Demonstrated ability to perform basic research and analysis in area of specialization and to prepare written synopsis of findings.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

Possession of basic certification as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

EQUIPMENT

Automobile, firearm, restraint devices, copier, computer and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.